

CITY OF LONG BEACH

DEPARTMENT OF PUBLIC WORKS

Subject: **EXCAVATION PERMIT APPLICATION FOR UNDERGROUND INSTALLATIONS, RELOCATIONS AND REPAIRS**

Reference: Long Beach Municipal Code, Chapter 14.08, Excavations and Street Improvements

Dear Applicant:

Enclosed are the necessary forms to apply for an excavation permit for an underground installation within the public rights-of-way, property of the City of Long Beach.

1. Seven copies of a plot plan - Provide seven (7) sets of plans showing the proposed location of your installation. Include dimensions to street centerlines, and adjacent lines and substructures. In preparing your plans, refer to the enclosed, "Requirements for Preparation of Substructure Drawings."
2. Certificate of Insurance, Endorsement & Workers' Compensation - The Long Beach Municipal Code requires that you keep an insurance policy protecting the City from all liability arising out of your work authorized by the permit. Refer to the enclosed, "Required Insurance for Revocable Facility/Pipeline Permits and Excavation Permits" for the insurance stipulations. Forward it with the, "Facility/Pipeline Endorsement, City of Long Beach, California," and CG 20 12 11 85 endorsement form to your insurance agent.
3. Public Works Permit Application (yellow form) - Complete the upper portion of the form and the bottom portion labeled "Excavation." Do not forget to provide a 24-hour emergency phone number at the bottom.
4. Traffic Control Plan - See the attached "THINGS TO KNOW BEFORE YOU APPLY FOR YOUR PERMIT" for the list of streets requiring a traffic control plan. The traffic control plan must be stamped and signed by a traffic or civil engineer.
5. Permit Fee - The fee is based on the excavation's total square footage of surface area removed. See "Trench Data" on the bottom portion of the Public Works Permit Application for this total. Refer to the enclosed "Permit Fee Schedule" to calculate the permit fee. If you need help determining this fee, call the Franchise Supervisor.
6. Utility Authorization - For connections to certain utilities, authorization to enter a facility is required before a permit can be issued. For Southern California Edison, drawings with their title block/logo are an acceptable form of authorization. For the Long Beach Water Department, drawings with their signature are an acceptable form of authorization. For other utilities, a letter on company stationary or a phone call from a company representative, giving authorization, may be required before the permit can be issued.
7. Los Angeles County Flood Control District Permit - For connections to a County storm drain, a permit cannot be issued without a copy of the County's permit. Please provide one copy. This Los Angeles County permit is issued by the Los Angeles County Department of Public Works.

Please return all completed forms and requirements to the attention of the Franchise Supervisor at the following address:

City of Long Beach, Department of Public Works, 333 W. Ocean Blvd., 10th Floor,
Long Beach, CA 90802

Upon receipt of all of the above requirements, the permit will be processed for approval. Please allow a minimum of ten working days for the approval. If you have any related questions, please call the Franchise Supervisor at (562) 570-6530.

Sincerely,

Gillis M. Monroe
Construction Services Officer

Expermit.doc 10/24/2012

ENGINEERING BUREAU, CONSTRUCTION MANAGEMENT DIVISION
333 West Ocean Boulevard, 10th Floor, Long Beach, CA 90802
(562) 570-6530 ♦ FAX (562) 570-5176

THINGS TO KNOW BEFORE YOU APPLY FOR YOUR PERMIT:

1. The following roadways will be under an excavation moratorium (no digging) a minimum of 6 weeks prior to the Long Beach Grand Prix in the third weekend of April:
 - Pine Avenue between Shoreline Drive & Seaside Way
 - Seaside Way between Pine Avenue & a point 1000 feet past Linden Avenue
 - Shoreline Drive between Ocean Boulevard & Chestnut Place
 - Aquarium Road between Shoreline Drive & Chestnut Place
 - Chestnut Place between Aquarium Road & Shoreline Drive
2. The Long Beach Municipal Code (LBMC) Chapter 14.08 (Ord. C-7933) states that:
 - Any person signing the permit application and/or the issued permit, as an agent shall furnish written authorization signed by the applicant designating the person as an authorized agent for such purpose.
 - The issued permit is not transferable.
 - Plans relating to any hazardous liquid facilities shall be signed by a registered civil and /or mechanical engineer and shall be accompanied by a certification, signed by the engineer, that all facilities are in compliance with either the federal Hazardous Liquid Pipeline Safety Act of 1979 and its amendments, the California Pipeline Safety Act of 1981 and its amendments, or the City of Long Beach hazardous liquid pipeline ordinance and its amendments, whichever one applies.
 - Permits for excavations in rights-of-way or streets that have undergone construction, reconstruction or resurfacing within the previous 60 months or slurry sealed within the previous 24 months and are not for an emergency repair or a new service connection to an underground utility shall be deemed discretionary and subject to the approval of the Long Beach City Council. The City Council may authorize the permit if the applicant can demonstrate that the work is immediately required for the general health, safety, and welfare of the City and if the applicant can demonstrate that alternatives to excavating such as rerouting, or construction methods, including boring or excavating in the parkways are not possible.
 - To view on the web if your proposed excavation location is under a moratorium go to: www.longbeach.gov/pw/engineering/ucc.asp and under "Public Works-Utility-Maps" select the pdf file "Street Moratorium Map."
 - Pavement restored by the permittee shall be maintained by the permittee for a period of one (1) year after the completion of the work. If the permittee fails to maintain the pavement during this period, the permittee will be given a 5-day notice to repair or restore the pavement. If the permittee does not repair or restore the pavement, the City may have the work done and charge its cost plus 25% to the permittee.
 - All spoils, debris and excess materials shall be removed from the work site within 3 days after the completion of the work.
 - The permittee shall comply with California Government Code Section 4216, and following, concerning Underground Service Alert paint markings and any other construction related markings. These markings shall not be made more than 14 days prior to the start of work and the markings shall be removed upon completion of the work, or within 2 months after the date the markings are no longer needed-whichever occurs first. Consult with the Public Works Construction Inspector for an approved removal method for markings.
 - Permittee shall provide approvals for removal or relocation of interferences (trees, poles, substructures, catch basins etc...) if any, prior to the issuance of the permit.
 - The permit may be revoked if work does not begin within 60 days after its issuance date.
3. Standard working hours shall be restricted to between 7:30 a.m. and 3:30 p.m. Additional work hour restrictions for certain streets may be stated in the to-be-issued "Traffic Control Requirements."
4. Public Works, Construction Inspection requires 48 hours notice prior to your excavation.
5. If work is not in compliance with the City's noise ordinance, that work shall cease. After notification to the Environmental Health Bureau, changes will be made so that work is in compliance.
6. The Contractor shall become familiarized with all existing installations, both public and private, on the work site and shall provide adequate safeguards to prevent damage to existing structures and improvements. Any damage to property from any cause that might have been prevented by the Contractor, the Contractor's employees, agents or subcontractors, shall be repaired within 10 calendar days after such damage at the Contractors own cost and expense. Any and all water service breaks shall be repaired the same day.
7. Whenever the rearrangement or relocation of a facility installed in City property is required by reason of a change of road grade, laying of sewer, storm drain, water, gas or other facility installed for a public service or public improvement, the owner thereof shall, within 60 days after written notice, rearrange or relocate the same to accommodate the public service/improvement at its own cost and expense, to the satisfaction of the Director of Public Works. If the owner has not complied with the written request within 60 days, the Director of Public Works may cause the work to be done and bill the owner. (LBMC 15.44.120 Relocation of Facilities)

8. Any work in the following listed streets requires a traffic control plan stamped by a traffic or civil engineer. Submit this plan with your application.
- | | |
|-------------------------|--|
| • Alamitos Avenue | • Pacific Avenue. |
| • Anaheim Street. | • Palo Verde Avenue. |
| • Artesia Boulevard. | • Pine Avenue. |
| • Atherton Street. | • Redondo Avenue. |
| • Atlantic Avenue. | • Santa Fe Avenue. |
| • Bellflower Boulevard. | • Shoreline Drive. |
| • Broadway. | • South Street. |
| • Carson Street. | • Spring Street. |
| • Cherry Avenue. | • Wardlow Road. |
| • Clark Avenue. | • Willow Street. |
| • Del Amo Boulevard. | • 2 nd Street (between Livingston Drive and east City limit). |
| • Lakewood Boulevard. | • 3 rd Street (710 Freeway onramp to Alamitos Avenue). |
| • Long Beach Boulevard. | • 4 th Street (Alamitos Avenue to Appian Way). |
| • Los Coyotes Diagonal. | • 6 th Street (710 Freeway off ramp to Alamitos Avenue). |
| • Ocean Boulevard. | • 7 th Street. |
9. No water or liquids, except potable water, shall be discharged onto City streets at anytime for any reason without proof of a National Pollutant Discharge Elimination System (NPDES) permit. To obtain a NPDES permit call (213) 576-6600.
10. The discharge of liquids from concrete truck washouts into storm drains, open ditches, streets, gutters or catch basins is strictly **prohibited**.
11. Paving, street saw-cutting and sidewalk saw-cutting are prohibited during a storm event of 0.25 inches or greater (except during emergency conditions).
12. When saw cutting P.C.C. sidewalks, do so on the score marks or as directed. **There shall be full sidewalk panel replacements only-no partial panel replacements.**
13. Any above ground obstruction such as a pole, cabinet or pedestal placed in the sidewalk shall maintain at least 48-inches clearance (width) for passage-per the CalDAG-California Disabled Accessibility Guidebook.
14. The City Traffic Engineer and the Construction Inspection Division are to be notified 24 hours before the removal of any striping, pavement markings, legends or raised pavement markers. They shall be restored as directed by the City Traffic Engineer. The contractor shall make such replacement with like materials (i.e., thermoplastic replacing thermoplastic, paint replacing paint) and this shall be done in accordance with the City of Long Beach Standards and Specifications. Existing loop detectors damaged by construction shall be replaced in kind to match the existing within five (5) working days.
15. The permittee shall be responsible for resetting any disturbed or destroyed centerline monuments, bench marks, or property line corners to the satisfaction of the City Engineer.
16. Do not disturb local depressions, concrete cross gutters or concrete bus stop street pads. If they are disturbed, the entire structure shall be replaced by the permittee.
17. Do not disturb decorative/patterned concrete or decorative/patterned asphaltic concrete pavement. If encountered, notify the Public Works construction inspector for approval prior to any removal. If disturbed, the entire decorative/patterned shall be wholly replaced by the permittee.
18. Any landscaping or sprinklers disturbed by the construction shall be restored by the permittee.
19. For backfill and pavement restoration see City of Long Beach, Standard Plan No. 127. Provide certified copies of the aggregate compaction tests and ac compaction tests to the Public Works construction inspector.
20. Slurry seal shall be applied to permanent asphaltic concrete patch unless otherwise directed by the Public Works construction inspector.
21. The excavation permit shall be issued pending Caltrans review and approval for an encroachment permit if your work is in Pacific Coast Highway (Route 1) or in 7th Street (Route 22) east of Pacific Coast Highway.
22. Additional conditions will be issued with the excavation permit.
23. **WARNING:** Scheduling your work before a permit is issued is done at your own risk. We cannot guarantee delivery dates for permits.

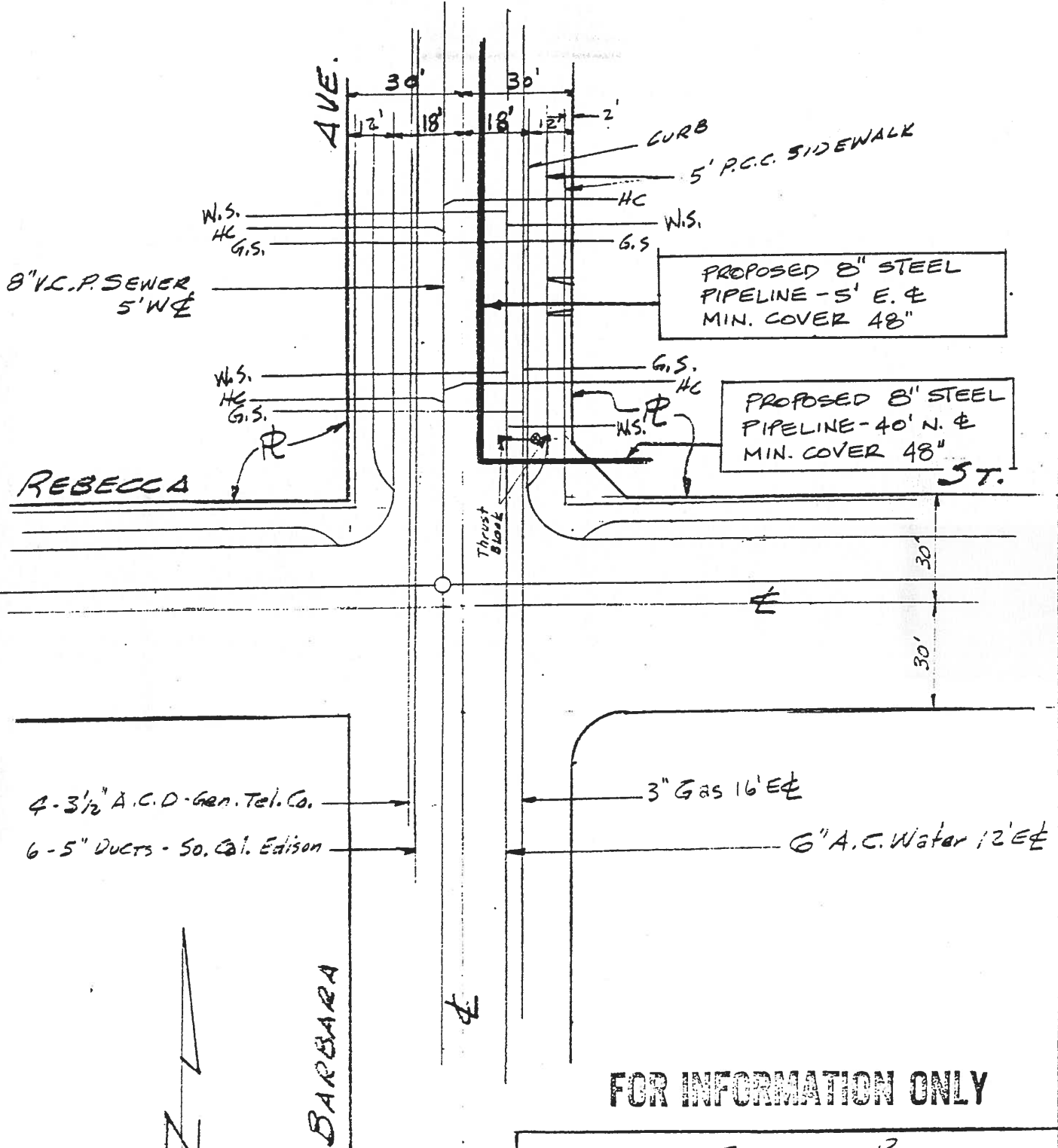
REQUIREMENTS FOR PREPARATION OF SUBSTRUCTURE DRAWINGS

The permit applicant shall provide seven (7) copies of a plot plan, showing the location of the facility/pipeline and be accurately drawn using an engineering scale of 1" = 40' or larger (L.B.M.C. Section 14.08.030, Public Works Permit- Application). The drawing(s) shall contain the following:

- A. A title block located in the lower right hand corner of the paper, the subject project, and the name, business address and telephone number of the applicant.
- B. A north arrow and scale.
- C. Street and alley right-of-way lines and centerlines. The rights-of-way lines shall be dimensioned to the centerlines of the streets or alleys.
- D. Street names.
- E. The alignment or location of the proposed facility/pipeline shall be drawn with a wide solid line, to scale, and with sufficient dimensions to street and cross-street centerlines.
- F. All surface improvements, i.e., curbs, gutters, sidewalks, driveways, fire hydrants, street light standards and pull boxes, traffic signal standards, pull boxes and controllers, survey monuments, etc., within 20' of the proposed excavation.
- G. All substructures of record, including City water, sewer, gas & storm drains, which are within 20' of your facility/pipeline installation. Use centerline dimensions to show their locations. Use callouts to note their size, commodity and ownership.
- H. Size of facility/pipeline and type of material.
- I. Note minimum cover of facility/pipeline below gutter grade. L.B.M.C. Section 14.08.170, Subsurface Installations-Depths, requires that the top of a main pipe/service pipe shall be installed at a minimum of 36 inches below gutter grade and that the top of a conduit shall be installed at a minimum of 30 inches below gutter grade.

Attached for your reference is a sample drawing showing an acceptable format.

FOR INFORMATION ONLY



FOR INFORMATION ONLY

SKETCH SHOWING PROPOSED
INSTALLATION OF 8" STEEL
PIPELINE

PREPARED BY ACME PETROLEUM
333 W. OCEAN BLVD. NEW CITY CA.
TELE (714) 695-2771

REQUIRED INSURANCE FOR REVOCABLE FACILITY/PIPELINE PERMITS AND EXCAVATION PERMITS

Provide Certificate of Insurance, a General Liability Endorsement and Workers' Compensation according to the requirements listed below. (Reference L.B.M.C. Sections 15.44.190 and 14.08.150-160)

A. The Certificate of Insurance will:

1. Be issued by an insurer admitted in California or an insurer having a minimum rating equivalent to A:V by A.M. Best Company.
2. Provide evidence of commercial general liability insurance (equivalent in scope to ISO form CG 00 01 11 85 or 88) in an amount not less than \$1,000,000.00 per occurrence and \$2,000,000.00 general aggregate. Such insurance shall include coverage for Products and Completed Operations and hazards of explosion, collapse and damage to underground property. City also may request pollution liability coverage to be maintained if reasonably available, adequate and necessary to protect against future loss.
3. List the "Certificate Holder" as:

City of Long Beach, its boards and
commissions, and their officials, employees and agents.
Attn: Public Works Franchise Supervisor
333 West Ocean Boulevard, 10th Floor
Long Beach, CA 90802

B. The General Liability Endorsement will:

1. Be in **one** of the following two forms: "Facility/Pipeline Endorsement City of Long Beach" or ISO form CG 20 12 11 85. Copies of both are attached.
2. Be signed by the same agent as the certificate or by the General Liability insurer. Please provide that wet signed original endorsement-not a photocopy.
3. List **"the City of Long Beach, its boards and commissions, and their officials, employees and agents"** as additional insured on the ISO form. If the ISO form lists ONLY "City of Long Beach" or "City of Long Beach, Public Works Department," it **will not** be accepted.
4. The ISO form shall have the following language:
 - a. Primary Coverage - This insurance is primary. Any insurance or self-insurance maintained by the City of Long Beach shall be excess to this insurance and shall not be contributing to this insurance.
 - b. Cross-Liability - In the event of one insured's incurring liability to any other of the insured's, the policy shall cover the insured against whom the claim is made in the same manner as if separate policies had been issued to each insured, subject to the limits of liability.
 - c. Cancellation - The insurer agrees to provide thirty days (30) written prior notice of cancellation to the Director of Public Works, City of Long Beach.

C. Workers' Compensation will:

1. Have a statutory limit of \$1,000,000.00.

A permit may be issued only after the City Manager and City Attorney have approved this insurance.

Please send the insurance by email to Russell.Caveness@LongBeach.gov, by fax to (562) 570-5640 or by mail to: City of Long Beach, Public Works, Attn: Franchise Supervisor, 333 W. Ocean Boulevard, 10th Floor, Long Beach, CA 90802.

If you have any questions regarding this matter, please call the Franchise Supervisor at (562) 570-6530.

POLICY NUMBER:
INSURED NAME:

COMMERCIAL GENERAL LIABILITY

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY

**ADDITIONAL INSURED –
STATE OR POLITICAL SUBDIVISIONS – PERMITS**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

State or Political Subdivision: The City of Long Beach, its boards and commissions,
and their officials, employees and agents

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

WHO IS AN INSURED (Section II) is amended to include as an insured any state or political subdivision shown in the Schedule, subject to the following provisions:

1. This insurance applies only with respect to operations performed by you or on your behalf for which the state or political subdivision has issued a permit.
2. This insurance does not apply to:
 - a. "Bodily injury," "property damage," "personal injury" or "advertising injury" arising out of operations performed for the state or municipality; or
 - b. "Bodily injury" or "property damage" included within the "products-completed operations hazard."

**FACILITY/PIPELINE ENDORSEMENT
CITY OF LONG BEACH, CALIFORNIA**

Within the limits set forth under this contract of insurance, insurer agrees to indemnify and keep and save free and harmless and defend the City of Long Beach, its boards and commissions, and their officials, employees and agents from and against any and all loss, claims or demands of any kind or nature whatsoever for death, injury or loss to persons or damage to property, including property or facilities owned by the City of Long Beach, its boards and commissions, and their officials, employees and agents, or any of them, which they may sustain or incur or which may be imposed upon them or any of them, arising out of, or in any manner incident to, permittee's operations authorized by a permit or permit supplement issued pursuant to the provisions of Chapter 15.44 of the Long Beach Municipal Code, or a permit or permit supplement, issued pursuant to Ordinance No. C-2843 or Ordinance C-2998 prior to the repeal thereof, or an excavation permit issued pursuant to the provisions of Chapter 14.08 of the Long Beach Municipal Code.

As respects the operations of permittee, the City of Long Beach, its boards and commissions, and their officials, employees and agents while acting within the scope of their authority, shall be additional insureds, such insurance to be primary and not contributing with any other insurance maintained by the foregoing. In the event of one insured's incurring liability to any other of the insureds, the policy shall cover the insured against whom claim is or may be made in the same manner as if separate policies had been issued to each insured. The inclusion of more than one insured should not operate to increase the limit of the company's liability.

This policy shall not be cancelled until 30 days written notice of cancellation has been served on the Director of Public Works. This endorsement shall control over all provisions of the policy, or endorsements thereto, which are inconsistent herewith.

This endorsement is attached to and made a part of:

Policy No.: _____

Issued To: _____

By: _____

Insurer

Date _____

Authorized Representative

Permit Number: PWP _____

Date: _____

PUBLIC WORKS PERMIT APPLICATION

PLEASE PRINT

Project Address/Location: _____

Applicant: _____

Email Address: _____

Firm Name (DBA) _____

Firm Phone Number: _____

Address: _____

City: _____

State _____

Zip Code: _____

Contact Name at Job Site: _____

Contact Phone Number: _____

State License Number: _____

Class: _____

Expiration Date: _____

City License Number: _____

Expiration Date: _____

Liability Insurance Carrier: _____

Policy Number: _____

Expiration Date: _____

★ **NOTE:** The names listed on the STATE LICENSE, CITY LICENSE & INSURANCE POLICY must be identical. If they are not, they must be corrected before a permit may be issued.

STREET IMPROVEMENT

Please indicate quantities for each type of improvement proposed.

IMPROVEMENT:	QUANTITY:	IMP VALUE:
Curb - All types	L.F.	
Comb. C & G	L.F.	
Sidewalk	S.F.	
Apron Res.	S.F.	
Apron Comm'l	S.F.	
Alley	S.F.	
Tree Trimming		

Total Value: _____

C.L.B. Dwg No. _____

Please complete sketch on back

*If there is a tree involved, an arborist report will be required prior to issuance of the permit.

TEMPORARY STREET OCCUPANCY

Please indicate type of encroachment required and dimensions of street area to be occupied.

- ☐ _____ Bin ☐ Fence ☐ Structures
☐ Materials ☐ Pedestrian Canopy ☐ Equipment

Street Area: _____ X _____ = _____ S.F. / L.F.

The term of the permit is for _____ days beginning on date issuance. This permit expires on _____.

Please complete sketch on back**EXCAVATION PERMIT DATA**

Please provide the following information:

Purpose of Excavation: _____

Franchise or Permit Number: _____

Width	Length	SQ. Ft	Surface
Total SQ. FT.			

MONITORING WELL DATA

# of Mon. Wells _____	Min. Depth B.G.S. _____ ft.

Permit Fee \$ _____

Title/Company _____

Phone No. () _____

☒ _____

Contractor/Applicant Name

☎ () _____

24 Hour Emergency Phone Number

☒ _____

Signature

PERMIT FEE SCHEDULE

CITY OF LONG BEACH/DEPT. OF PUBLIC WORKS

EXCAVATION PERMITS FEE SCHEDULE

1. For excavating in streets or other public places, which are surfaced or paved with any surfacing materials or are unimproved, the fee shall be as follows:

Square Feet of Area of Surfacing Removed	Fee
0 to 100	\$ 1,354.05 (1,275.00 + 6.2% surcharge)
101 to 1,000	\$ 1,270.00 + \$1.340/square foot above 100 square feet + 6.2% surcharge
1,001 to 5,000	\$ 1,930.00 + \$0.800/square foot above 1,000 square feet + 6.2% surcharge
5,001 to 10,000	\$ 5,410.00 + \$0.380/square foot above 5,000 square feet + 6.2% surcharge
10,001 +	\$ 7,585.00 + \$0.270/square foot above 10,000 square feet + 6.2% surcharge

2. For excavations in public streets or other public property for the purpose of installing or abandoning groundwater monitoring wells and cathodic protection wells, the fee shall be \$1,505.00 each + 6.2% surcharge (\$1,598.31 for one & \$3,196.62 for two, etc).
3. For excavations in public streets or other public property for the purpose of taking soil borings, corings, hydropunches and cone penetration tests, the fee shall be \$1,275.00 each + 6.2% surcharge (\$1,354.05 for one & \$2,708.10 for two, etc).
4. For excavations in public streets or other public property for the purpose of adjusting manhole castings, vault frames and well boxes, the fee shall be \$1,275.00 each + 6.2% surcharge (\$1,354.05 for one & \$2,708.10 for two, etc).

14.08.070 PUBLIC WORKS PERMIT-FAILURE TO OBTAIN.

- A. If a person begins excavation, the construction of any improvement, or occupies the right of way prior to obtaining a permit, the fee to obtain a permit shall be double the fee prescribed in section 14.08.040, as a penalty for the failure to obtain a permit as required herein.
- B. The payment of the penalty shall not relieve such person from fully complying with this chapter in the execution of the work, or from penalties prescribed herein. (Ord. C 7933 § 1, 2004).

RES-13-0074 10/1/2013	ORD-31 12/11/2007
RES-12-0085 10/1/2012	RES-07-0116 9/11/2007
RES-11-0101 9/6/2011	RES-06-0107 9/12/2006
RES-09-0099 9/15/2009	RES-05-0094 10/27/2005
RES-09-0007 2/3/2009	RES-05-0058 10/6/2005
RES-08-0107 9/9/2008	